

Employers Academy  
Learning and  
Development  
**2024 Calendar**

Employers Academy  
Learning and  
Development  
**2024 Calendar**

## About Federation of Kenya Employers (FKE)



The Federation of Kenya Employers (FKE) is the most representative national employers' organization in Kenya. Founded in 1959, FKE has over 6-decades heritage in advocating on key concerns of employers in the areas of employment, labour relations and social policy.

FKE builds the capacity of its members through the Employers Academy. FKE is charged with lobbying and advocacy on behalf of employers at the tripartite level involving the Government, Employers, and Workers.

The Federation also represents members at regional and international level including at East Africa Employers Organization, Confederation of IGAD Employers (CIE), BUSINESS Africa-Employers Confederation, the International Organization of Employers (IOE), and the International Labour Organization (ILO).



### OUR MISSION

To influence policy on labour, social and economic issues that improve the business environment for employers in Kenya.



### OUR VISION

Resilient and empowered employers in Kenya.



### OUR CORE VALUES

- Progressive
- Agility
- Teamwork
- Excellence

## Foreword by the Executive Director and CEO

“

Learning and Development unit aims to build the capacity of employers to enable them to adapt and thrive in a fast- changing world.

Our extensive training program is aimed at addressing current and emerging business challenges.

It covers training on labour laws, labour relations, discipline management, employee wellness and leadership development skills, among others.

Based on regular feedback from participants, we continually design and update our course content to ensure participants acquire practical and applicable skills and knowledge.

FKE is proud to witness the progression of businesses and personal careers through the various trainings we offer.

”

**Jacqueline Mugo,**  
Executive Director & CEO  
Federation of Kenya Employers

# OPEN TRAINING PROGRAMS

In 2024 the Federation will roll out open L&D programs as follows:

Course	Dates & Venue	Registration Process	Applicable Charges for all courses
The Art of Collective Bargaining Agreements (CBAs) ...the Process, Management and Vital Tips.	29th February & 01st March 2024 in NAIVASHA	Double click on the link below for further details.  <a href="https://forms.gle/ReEiN4higP95M3qy5">https://forms.gle/ReEiN4higP95M3qy5</a>  or copy the link and paste in your browser, then proceed.	<p>For all the courses the charges are Ksh.60,000 for FKE members and Ksh.70,000 for non-members.</p> <p><b>Charges are inclusive of 16% VAT.</b> <b>Delegates meet their own transport and accommodation costs.</b></p> <p><b>NB:</b> Delegates earn 4 CPD points from IHRM.</p>
Changes in Labour Laws and their Implications on Employers.	18th & 19th April 2024 in KISUMU	Double click on the link below for further details.  <a href="https://forms.gle/UuQhAqyquvi3td1P8">https://forms.gle/UuQhAqyquvi3td1P8</a>  or copy the link and paste in your browser, then proceed.	
Discipline Management at the Workplace.	27th & 28th June 2024 in NAIVASHA	Double click on the link below for further details.  <a href="https://forms.gle/p3CLUtjnS4n1RDuC7">https://forms.gle/p3CLUtjnS4n1RDuC7</a>  or copy the link and paste in your browser, then proceed.	
Employers' Annual Conference (EAC)	18th & 19th July 2024 in MOMBASA	Double click on the link below for further details.  <a href="https://forms.gle/3xLMZL55w8ZN1xg5A">https://forms.gle/3xLMZL55w8ZN1xg5A</a>  or copy the link and paste in your browser, then proceed.	
Environmental, Social and Governance (ESG) Reporting Standards for Businesses	29th & 30th August 2024 in NAIROBI	Double click on the link below for further details.  <a href="https://forms.gle/Z9p4sfPeHigVapzV7">https://forms.gle/Z9p4sfPeHigVapzV7</a>  or copy the link and paste in your browser, then proceed.	

For further details, you can also contact Eric on [emunyobi@fke-kenya.org](mailto:emunyobi@fke-kenya.org) or through WhatsApp on +254 712 373 584.



# OPEN TRAINING PROGRAMS

In 2024 the Federation will roll out open L&D programs as follows:

Course	Dates & Venue	Registration Process	Applicable Charges for all courses
A Practical Workshop on HR Analytics in Businesses	24th & 25th October 2024 in KISUMU	Double click on the link below for further details.  <a href="https://forms.gle/Afqk1HX9PXGLEJhf6">https://forms.gle/Afqk1HX9PXGLEJhf6</a>  or copy the link and paste in your browser, then proceed.	For all the courses the charges are Ksh.60,000 for FKE members and Ksh.70,000 for non-members.  <i>Charges are inclusive of 16% VAT.</i> <i>Delegates meet their own transport and accommodation costs.</i>
Leadership, Management & Supervisory Skills Training.	28th & 29th November 2024 in NAIVASHA	Double click on the link below for further details.  <a href="https://forms.gle/gpyFTicwWGrsFTB8">https://forms.gle/gpyFTicwWGrsFTB8</a>  or copy the link and paste in your browser, then proceed.	<b>NB:</b> Delegates earn 4 CPD points from IHRM.
Monthly Webinars	Once every month, the Federation will conduct webinars on topical issues. Please be on the look out for the same on our website and through regular email communication.  Time: 7:30a.m. – 8:30 a.m.  The dates will be as follows: 28th February, 20th March, 24th April, 22nd May, 19th June, 24th July, 21st August, 18th September, 16th October, 20th November and 11th December 2024.		<i>Ksh.1,000 per delegate (Charges are inclusive of 16% VAT)</i>

For further details, you can also contact Eric on [emunyobi@fke-kenya.org](mailto:emunyobi@fke-kenya.org) or through WhatsApp on +254 712 373 584.

## Tailor Made In-House Training Programs

The Federation runs 5 flagship training programs as follows.

1. Industrial Relations.
2. Labour Laws.
3. Occupational Safety and Health (OSH).
4. Executive Diploma in Industrial Relations (EDIR).
5. Female Future Leadership program.

**Other programs are HR related and customized to client needs as outlined below.**

- Managing Employment Contracts & Employee Separation **(2 days)**
- Performance Management in the Changing Workplace **(3 days)**
- Pre-retirement and Staff Outplacement Planning **(2 days)**
- Discipline Management at the Workplace **(2 days)**
- Effective Industrial Relations **(2 days)**
- OSH Committee Training **(3 days)**
- Pre-CBA Negotiations Training **(2 days)**
- Employee Wellness at the Workplace **(2 days)**
- Understanding Labour Audits at the Workplace **(2 days)**
- Productivity Concepts and Measurements **(3 days)**

**To request for course details please contact Eric on [emunyobi@fke-kenya.org](mailto:emunyobi@fke-kenya.org) or on +254 712 373 584 (WhatsApp preferred).**

## Organizational Development (OD) Services

FKE undertakes various Organizational Development support interventions for her members as well as non-members. These are HR oriented and help to strengthen the capacity of organizations.

1. **FKE OD-01:** Formulation of New or Review of Existing HR Policies & Manuals.
2. **FKE OD-02:** Job Evaluation.
3. **FKE OD-03:** Salary Surveys.
4. **FKE OD-04:** Executive Search, Selection and Recruitment.
5. **FKE OD-05:** HR Audits.
6. **FKE OD-06:** Psychometric & Personality Assessment Tests.
7. **FKE OD-07:** Employee Satisfaction Surveys.
8. **FKE OD-08:** Customer Satisfaction Surveys.
9. **FKE OD-09:** Workplace Wellness Surveys

**To request for an OD intervention please contact Jacinta on [jwairimu@fke-kenya.org](mailto:jwairimu@fke-kenya.org) or on +254 709 827 124.**

## THE FEMALE FUTURE LEADERSHIP PROGRAM

This is a unique Leadership and Board Competence program aimed at strengthening gender equality in the workplace, and improve women's participation in management, as well as draw more women into the top echelon of the private and public sectors.

The FFP Program is part of the efforts to ensure sufficient qualified womanpower in all organizations and leadership positions. The emphasis is on leadership development, rhetoric, network building, personal branding for greater visibility and board competence, respectively.

The program runs for 9 months, offered over 14 well distributed days (Friday and Saturday), with assignments in between. All sessions are physical.

**For further details, please write to Catherine on [femalefuture@fke-kenya.org](mailto:femalefuture@fke-kenya.org)**





## - TESTIMONIALS -

“

The training was of paramount importance, and it was such a big eye-opener to our management team.

Now they know better about compliance matters, and they are asking for more training. We greatly appreciate your efforts in ensuring that we did not miss this valuable training. Thankyou very much."

**Susan Kariuki**  
Crawford International School



**CrawfordSchools**  
Pre-Primary · Preparatory · College

”

“

The gains and experience from the just ended Discipline Management training are immense and add value to HR practice, KUDOS FKE! Awaiting the training certificate and the slides."

**Editte Mugo**  
Kenya Ports Authority



”

“

It has been a rewarding training. Looking forward to next month's in- person workshop."

**Jacob Musee**  
Jhpiego



”

## Pictorial of 2023 Events



FKE holds the 4th Edition of the Employer of the Year Awards 2023



Ms. Jacqueline Mugo, Executive Director and CEO, FKE (left) with the International Labour Organization Director-General Mr. Gilbert Hounbo (centre) and the National President FKE, Dr. Habil Olaka during the DGs visit to the FKE headquarters.



FKE virtual training led by Eric Munyobi, Manager, Training and Consulting.



Ms. Jacqueline Mugo, CEO & Executive Director, FKE presenting a gift of gratitude to the CS Labour, Hon. Florence Bore, during the FKE National Annual General Meeting.



FKE in-house training for Carrefour staff on Occupational Health and Safety (OSH)



FKE Training on HR Analytics led by Brian Cherulyot



### **HEADQUARTERS**

Waajiri House, Argwings Kodhek Road Milimani,  
P.O. Box 48311 - 00100, Nairobi, Kenya  
Telephones: 0709 82 7 101 / 102  
Email: fkehq@fke-kenya.org

### **REGIONAL OFFICES**

#### **RIFT VALLEY BRANCH OFFICE**

Giddo Plaza, Ground Floor, Nakuru  
Tel: +254 51 2216744 / 690  
Email: fkenkr@fke-kenya.org

#### **WESTERN KENYA BRANCH OFFICE**

Re - Insurance Plaza, Oginga Odinga Road Kisumu  
Tel: +254 57 2020620,  
Email: fkeksm@fke-kenya.org

#### **COAST BRANCH OFFICE**

Ralli House, Nyerere Avenue, Mombasa  
Tel: +254 41 2311112,  
Email: fkemsa@fke-kenya.org